

ACCOUNTANT SERIES

SUMMARY	Analyze financial information and prepare financial reports to determine or maintain record of assets, liabilities, profit and loss, tax liability, or other financial activities within an organization.
PRIMARY DUTIES & RESPONSIBILITIES	<ul style="list-style-type: none"> • Analyzes and approves recommendations for such fiscal transactions as billings and invoices, payments or other financial processes and requirements for the agency • Use automated accounting systems and applications to retrieve and review data files, analyze information, track revenues and/or expenditures, and analyze contracts status • Prepare, examine, or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards • Establish tables of accounts and assign entries to proper accounts • Develop, implement, modify, and document recordkeeping and accounting systems, making use of current computer technology • Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs • Survey operations to ascertain accounting needs and to recommend, develop, or maintain solutions to business and financial problems • Advise management about issues such as resource utilization and the assumptions underlying budget forecasts • Reviews inventory reports (i.e., mark-to-market, fixed asset, supply, etc.) and request corrections or substantiation of information presented • Reports variances to upper management or department head
KSA's	<ul style="list-style-type: none"> • Knowledge of economic and accounting principles and practices; the analysis and reporting of financial data • Generally Accepted Accounting Principles (GAAP); comprehensive knowledge of the principles, concepts, practices, methods and techniques of government accounting • Internal control structures, and fiscal management • Considerable knowledge of the methods and techniques of automated financial systems • Comprehensive knowledge of reference materials such as federal regulations, Arizona Revised Statutes, applicable agency manuals, and policies and procedures • Working knowledge of financial research methodologies • Considerable skill in analysis, interpretation and communication of financial data

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HRIS TITLE	ACCOUNTANT 1	ACCOUNTANT 2	ACCOUNTANT 3	ACCOUNTANT 4
JOB TITLE	ACCOUNTANT 1	ACCOUNTANT 2	ACCOUNTANT 3	ACCOUNTANT 4
JOB CODE	AUN04328	AUN04285	AUN06937	AUN03800
GRADE	19	20	22	24
FLSA STATUS	NON-EXEMPT	NON-EXEMPT	VARIABLE	EXEMPT
DETAILED DUTIES AND RESPONSIBILITIES	<p>Applies the principles, theories, and concepts of accounting to a specific system. Performs defined accounting tasks such as examining a variety of financial statements for completeness, accuracy, and conformance with Generally Accepted Accounting Principles (GAAP) or other specific accounting requirements; reconciles reports and financial data, and identifies apparent inconsistencies or errors. Carries out assigned steps in accounting analyses, such as computing standard ratios. Reviews fiscal documents and verifies for accuracy, timeliness, and proper preparation. Gathers and compiles data and writes report summarizing financial transactions and status of accounts for a given period. Makes entries and revisions to agency accounts, ledgers, and financial records. Monitors funds from the federal government to ensure proper matching of state and federal expenditures. Examines and verifies such fiscal transactions as billing invoices, payments, payroll or other financial documents. Reviews, monitors and controls amount expended from budget(s) to</p>	<p>Makes practical applications of technical accounting principles, theories, and concepts beyond the mere application of detailed rules and instructions pertaining to a specific system. Performs assignments that are designed to expand practical experience and continue development of professional judgment in the application of basic accounting techniques, such as examining a variety of financial statements for completeness, accuracy, and conformance with Generally Accepted Accounting Principles (GAAP) or other specific accounting requirements. Maintains effective fiscal management by analyzing, interpreting and evaluating accounting and reporting systems, procedures, policies and methods. Reviews and analyzes such fiscal transactions as billings and invoices, payments or other financial documents. Maintains ledgers, records entries, participates in the budget process, and resolves issues with vendors. Gathers and compiles complex data and writes reports summarizing financial transactions and status of accounts for a given period. Utilizes automated accounting</p>	<p>Performs professional operating or cost accounting work requiring the standardized application of established accounting principles, theories, concepts, and practices. Reviews and/or conducts the reconciliation of reports and financial data, identifying or correcting inconsistencies or errors. Oversees or performs accounting analyses such as: computing standard ratios; assembling and summarizing accounting literature on a given subject; ensuring costs are properly allocated to appropriate federal, state or other funding sources; reviewing financial statements, charts, tables, and other exhibits to be used in reports. Recommends and implements solutions to identified financial problems. Establishes and maintains effective fiscal management by analyzing, interpreting and evaluating accounting and reporting systems, procedures, policies and methods providing upper management with accurate input as to needed improvements. Collaborates on a wide variety of accounting tasks such as maintaining ledgers, recording entries,</p>	<p>Performs senior level operational or cost accounting activities by applying established accounting principles, theories, concepts, and practices to a wide variety of difficult problems. Reviews and approves complex financial statements and reports for completeness, accuracy, and conformance with Generally Accepted Accounting Principles (GAAP) or other specific accounting requirements. Maintains an internal control structure through the review of reconciliation's, financial data, procedures, and controls. Schedules work papers and research to be used in the compilation of a Comprehensive Annual Financial Report (CAFR) or other financial reports. Performs accurate analysis and interpretation of records of financial activities for an agency or a segment of an accounting system, including exhaustive analysis and evaluation of data to be used for budget purposes. May perform in a lead capacity in training lower level accountants. Reviews data for adjustments to rates charged for services rendered to</p>

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	assure that expenditures do not exceed funds available.	systems and applications to retrieve and review data files, analyze information, track revenues and/or expenditures, analyze contract status. Develops and drafts procedures for changes in processes and requirements which may include maintaining a chart of accounts for the agency. Reviews, monitors and controls amounts expending from budget(s) to assure that expenditures do not exceed funds available.	participating in the budget process, and interacting with vendors. Oversees ledger accounts for all transactions on an ongoing basis. Prepares data used in the compilation of a comprehensive annual financial report, agency financial statement(s), and/or annual report. Allocates costs to appropriate federal, state or other funding source.	agencies. Resolves problems and questions presented by management regarding accounting transactions, policies and procedures.
MANAGEMENT OF RESOURCES	None	None	None	May perform in a lead capacity
SUPERVISION RECEIVED	Under immediate supervision of an Accounting Supervisor	Works under general supervision of an Accounting Supervisor	Works under minimal supervision of an Accounting Supervisor	Works independently under the supervision of an Accounting Supervisor
BUDGETARY RESPONSIBILITY	May have limited signature authority for minor functions within the organization	May have limited signature authority for minor functions within the organization	May have limited signature authority for minor functions within the organization	May have limited signature authority for minor functions within the organization
DECISION MAKING AUTHORITY	Follows established guidelines	Follows established guidelines	Follows established guidelines	Has signature authority for all accounting functions within the assigned unit or division.
EDUCATION & EXPERIENCE	Bachelor's Degree in accounting required	Bachelor's Degree in accounting required; One year experience as an Accountant 1 or equivalent	Bachelor's Degree in accounting required; Two years' experience as an Accountant 1, 2 or equivalent	Bachelor's Degree in accounting required; Two years' experience as an Accountant 2, 3 or equivalent
LICENSURE / CERTIFICATION	None required	None required	None required	CPA License preferred
OTHER SELECTIVE PREFERENCES	None	None	None	None